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DEPARTMENT OF THE AIR FORCE
1130TH AEROSPACE TECHNICAL DEVELOPMENT AND
TRAINING GROUP
Edwards Air Force Base, California 93523

ATTG Reg 67-10

24 March 1972

Supply

PROPERTY RESPONSIBILITY - SLOE EQUIPMENT

This regulation outlines procedures for maintenance and control of equipment authorized on the SLOE (Special List of Equipment) Authorization Listing. It further supplements the provisions of Project Directive 45-13, Public Law 10, USC 9832 and AFR 67-10 regarding responsibilities for protection of government property.

1. Responsibilities. These instructions apply to all supervisors and their designated custodians. The Chief of Supply will insure compliance in order to account for equipment issued to or returned from custodians.

2. Procedures.

a. The section supervisor will:

(1) Request establishment of equipment accounts through Unit Supply as necessary to insure that equipment in his function is properly controlled.

(2) Appoint a primary custodian and two alternates who are authorized to receipt for equipment and submit their names by letter to Unit Supply. Equipment will be issued only to those named individuals.

(3) Review SLOE Change Requests for validity.

(4) Perform surveillance over equipment to insure that it receives proper maintenance and is utilized for its intended purpose.

(5) Appoint a replacement custodian to relieve the primary custodian of responsibility for his account. Unit Supply will be provided as much advanced notification as possible but not later than 45 days prior to date of departure of custodians who are being transferred from this organization. Alternate custodians will be replaced as necessary.

Supersedes ATTG Reg 67-10, 20 Oct 69. (For summary of revised, deleted or added material, see signature page.

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b. The primary custodian will:

(1) Maintain the equipment custody receipt listing provided by Unit Supply in a current status at all times.

(2) Keep alternate custodians abreast of transactions affecting his account and insure that they are aware of Unit Supply procedures for controlling equipment.

(3) Receive and verify the accuracy of all transactions affecting his account. Immediately notify Unit Supply of any discrepancies noted.

(4) Insure by spot check and periodic inventory that all property in his possession or under his jurisdiction is properly charged to his account. Take appropriate action to effect settlement for missing or damaged items.

(a) Quantity or item discrepancies will be adjusted by submitting AF Form 85, Inventory Adjustment Voucher (IAV), to Unit Supply.

(b) DD Form 200, Report of Survey, will be processed when evidence indicates that property was lost or damaged through gross negligence or when AF Form 85 has been disapproved.

(5) Process a SLOE Change Request to Unit Supply to transfer equipment to another custodian and to drop accountability of it. The gaining custodian will also process a SLOE Change Request to establish accountability of the equipment on his account. These actions will always be taken in lieu of loaning items when the loan period is expected to exceed 90 days.

(6) Follow the procedures of ATTG Regulation 67-3 to request issue of equipment.

(7) Insure that a SLOE Change Request accompanies all equipment being turned in to Unit Supply for "replacement" purposes or when the item is "no longer required" and reduction or deletion of authorization is desired.

(8) Insure that an DD Form 1149, Shipping Document, is prepared on all equipment shipped through Unit Supply for "repair and return" or when the items are to be loaned to an activity external to this organization. A copy of the DD Form 1149 will be signed by a Unit Supply representative and placed in suspense by the custodian pending return of the equipment.

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(9) Prepare and maintain a listing of equipment shipped to deployment sites. A copy of the manifest or shipping document will be filed in suspense pending return of the items.

(10) Assist Unit Supply in conducting the annual inventory. Immediate action will be taken to correct discrepancies. A SLOE Change Request will be prepared to authorize or turn in excess equipment. A thorough search will be performed by the custodian to locate missing property. If the equipment is not located the procedures of para 2b(4) will apply.

(11) Conduct a joint inventory with the gaining primary custodian when it is desired to be relieved of custodial responsibility due to transfer, separation from the organization, etc. For complex accounts, the assistance of Unit Supply may be obtained in the inventory, but it should be remembered that the property count of the gaining custodian will take precedence over the losing custodian. It is also of utmost importance to notify Unit Supply with advanced notification when a replacement custodian is required (ref para 2a(5) above).

(12) Primary custodians will retain responsibility for equipment on their account until relieved by Unit Supply.

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Commander

Summary of revised, deleted or added material

Supervisory responsibilities for protection of government property added.
Unit Supply procedures deleted/updated. Custodian responsibilities explained in greater detail.